

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Service Canada Office Address]

[City, Province, Postal Code]

Subject: Employment Insurance (EI) Claim Application

Dear [Recipient Name],

I am writing to formally submit my application for Employment Insurance (EI) benefits due to [reason for applying, e.g., job loss, illness]. My details are as follows:

- Full Name: [Your Full Name]
- Social Insurance Number (SIN): [Your SIN]
- Employment History: [Brief summary of your employment history]

I have attached all the necessary documents as required, including:

- A completed EI application form
- Record of Employment (ROE)
- [Any other supporting documents]

I would appreciate your prompt attention to my claim. If you require additional information, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]